



SUBDIVISION

Pls. check appropriate box, if applicable:

Cluster Unit Development

☐

Infill Subdivision

☐

Also Expedited

☐

City of Raleigh, NC
Development Plans Review Center

P. O. Box 590, Raleigh, N. C. 27602
One Exchange Plaza 3rd Floor
Telephone: (919) 516-2626 FAX: (919) 516-2684

Visit us at our web site:
www.raleighnc.gov/planning/dprc

Section A. SUMMARY INFORMATION

ALL PLANS REQUIRE THE FOLLOWING INFORMATION ON THE FRONT COVER OF DRAWING SETS:

DEVELOPMENT NAME: _____

PROPERTY ADDRESS: _____

WAKE CO. PROP. IDENTIFICATION # (13-DIGIT PIN XXXX.XX-XX-XXXX) _____

ZONING DISTRICT: _____ TOTAL ACRES: _____ TOTAL # OF LOTS/UNITS: _____

TOTAL # OF OPEN SPACE LOTS: _____

INSIDE CITY LIMITS? _____ LINEAR FT. IN PUBLIC STREETS: _____

SQ. FT./ACRES OF RESIDENTIAL STREET R/W: _____

SQ. FT./ACRES OF THOROUGHFARE R/W: _____

**NOTE: IF IN A CONDITIONAL USE ZONING DISTRICT,
PLACE THE COMPLETE LIST OF ZONING CONDITIONS ON THE PLAN.**

FOR SUBDIVISION / CLUSTER / M.H. SUBD.: Minimum Lot Size: _____ Total # of Phases: _____

FOR CLUSTER: # Detached Lots: _____ # Townhouse Lots: _____ # Group Housing Units: _____

FOR TOWNHOUSE OR GROUP HOUSING: # 1BR Units: _____ 2BR: _____ 3BR: _____

4BR _____

Proposed Building Height: _____ Off-street parking required: _____ provided: _____

Basis of determination (1 space per (?)): _____

FOR RIGHT-OF-WAY DEDICATION: Associated City Case File # (S-__-98, SP-__-98, etc.): _____

CLIENT (Owner or Developer):

Name(s) _____

Address: _____

Telephone: _____ FAX: _____ ZIP _____

E-Mail Address: _____

CONSULTANT (Person to contact regarding questions or revisions to the plan):

Name(s) _____

Address: _____

Telephone: _____ FAX: _____ ZIP _____

E-Mail Address: _____

OWNER'S SIGNATURE:

*In filing this plan as the property owner(s), I/we do hereby agree and firmly bind ourselves,
my/our heirs, executors, administrators, successors and assigns jointly and severally to*

construct all improvements and make all dedications as shown on this proposed subdivision plan as approved by the City.

I hereby designate _____
to serve as my agent regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf and to represent me in any public meeting regarding this application.

Date: _____

Signed: _____

Printed Owner's
name _____

Section B. SUBMITTAL PROCESS AND CHECKLIST

(1) THIS APPLICATION IS FOR THE PRELIMINARY APPROVAL OF THE FOLLOWING PLANS:

Subdivisions, Cluster Unit Developments, Right-of-way Dedications, Townhouse Developments, Mobile Home Subdivisions, and Mobile Home Parks. If you do not know what category your proposal falls into, call us at 516-2626.

(2) PLANS MAY BE SUBMITTED IN THE DEVELOPMENT PLANS REVIEW CENTER, ONE EXCHANGE PLAZA 3RD FLOOR MONDAY THROUGH FRIDAY BY 3:00 P.M.

(3) APPROXIMILY 10-15 BUSINESS DAYS A PLANNER WILL FORWARD COMMENTS TO YOU BY FAX OR E-MAIL.

(4) NOTE: SOME SUBDIVISIONS MAY REQUIRE PRELIMINARY PLANNING COMMISSION APPROVAL.

Upon your response to these comments we will re-review the plan, and when all issues have been properly addressed, issue an approval letter. The approval letter may contain conditions of approval. Upon satisfaction of these conditions, plats may be recorded creating the new lots.

PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF). Please check the list below carefully before you submit:

☐ **FILING FEE FOR PRELIMINARY PLANS (NOT REQUIRED FOR RIGHT-OF-WAY DEDICATION that results in no new lots).**

- Checks may be made out to the City of Raleigh.
- Payments may be made by cash, check, Visa or Master Card.
- Right-of-way dedication only requires a plat equal to the cost of recordation in accordance with the Fee schedule, payable upon submittal of the review prior to recording.

New fees effective July 1, 2008

Properties less than 2 acres	\$257.00
Properties between 2 and 4 acres	\$771.00
Properties greater than 4 acres	\$1,542.00
Infill Subdivision of 3 or fewer lots	\$257.00
Infill subdivision of 4 or more lots	\$514.00

If expedited
additional fee required at time of submittal \$720.00
and additional fees will be paid based on review time

Submittal fee covers 2 review cycles and file closeout.

Additional fee equal to the cost of your original submittal fee is required for every single subsequent review after two reviews.

- ☐ **THIS APPLICATION FORM** completed (Section A) and signed by the **property owner** (agent cannot sign for owner). **PLEASE SUBMIT A COPY OF THE PARCEL FROM IMAPS USING THE PIN# BEING PROVIDED. HIGH LIGHT THE PARCEL AS WELL AS A RECENT AREIAL MAP.**
- ☐ USING "IMAPS", PLEASE SUBMIT A HIGHLIGHTED COPY OF YOUR PARCEL WITH YOUR PIN # AND A MOST RECENT AERIAL PHOTO OF THE PARCEL.
- ☐ FOR RIGHT-OF-WAY DEDICATION ONLY: **THREE COPIES OF PLAT TO BE RECORDED.** Maximum sheet size shall be 18" x 24". Plans must be to true scale and be prepared in accordance with G.S. 47-30.
- ☐ FOR ALL OTHER PRELIMINARY PLANS: **TEN SETS OF PROPOSED PLANS.** Maximum sheet size shall be 30" x 42". Plans must be to engineering scale (1" = 20', 1" = 100', etc.). Preliminary plans do not need an engineer's, surveyor's or landscape architect's seal. See Section C of this application for data to be included on preliminary plans.
- ☐ **NEW !** A DIGITAL COPY OF ONLY THE SUBDIVISION LAYOUT AND ELEVATIONS.
The purpose of this image is to illustrate the basic character of the preliminary plan. It should contain only such basic information as: building outline, landscaping, parking and drives, stormwater facilities, lot boundary. The digital image should be provided in the form of **pdf** on a CD or 3 1/2" floppy disk. If the plan was not digitally created, provide an 8 1/2" x 11" reduction of the plan.

Label the CD or floppy disk with the plan name, case file number, and indicate how many times the plan has been resubmitted for review.

NOTE!!! A FINAL DIGITAL OR REDUCED COPY OF THE PLAN IS TO BE SUBMITTED TO THE COORDINATING PLANNER ONCE ALL STAFF REVIEW COMMENTS HAVE BEEN APPROVED. It should contain only such basic information as: building outline, landscaping, parking and drives, stormwater facilities, lot boundary. The digital image should be saved in any of the following formats, listed in order of preference: **.jpg, .gif, .pdf**, either on a CD or 3 1/2" disk. If the plan was not digitally created, provide an 8 1/2" x 11" reduction of the plan.

DOCUMENTS TO BE INCLUDED IN SPECIAL CIRCUMSTANCES:

- ☐ **STREET NAME APPLICATION** where new public or private streets are to be created.
- ☐ **COPIES OF PREVIOUS BOARD OF ADJUSTMENT ACTION, SPECIAL USE PERMIT OR CERTIFICATE OF APPROPRIATENESS.**
-

Section C. DATA TO BE SHOWN ON PLANS*

PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF). Please check the list below carefully before you submit:

**** For right-of-way dedications where no new lots are created, show only final plat requirements in City Code Section 10-3017. Show right-of-way to be dedicated in both acreage and square feet, with metes and bounds description of the property to be dedicated as right-of-way.***

- ☐ (a) Sheet size.

The preliminary subdivision plan shall be drawn on one of three (3) standard sheet sizes. These are:

- eighteen (18) by twenty-four (24) inches;
- twenty-four (24) by thirty-six (36) inches;
- thirty (30) by forty-two (42) inches;

☐ **(b) Key Information.**

- (1) A vicinity sketch or key map at a scale of not more than one thousand (1000) feet to the inch, showing the position of the subdivision with its relation to surrounding streets and properties, and oriented in the same direction as the remainder of the preliminary subdivision plan;
- (2) True north arrow, with north being at the top of the map;
- (3) Scale of the map using engineer's scale (1"=10', 1"=50', etc.) and date of preparation, including all revision dates;

☐ **(c) Summary Information.**

- (1) The name of the development, name of the owner and agent, name, address and telephone number and fax number of the designer who prepared the plan;
- (2) All information included in Section A. of this application. (Owner's signature not required on plans);
- (3) For properties in a conditional use zoning district, list of zoning conditions should appear on the plan;

☐ **(d) Property Information.**

- (1) Boundary lines of the proposed development;
- (2) New and existing lots;
- (3) Existing easements including width dimensions and book and page references;
- (4) Property to be dedicated for public use, such as proposed easements, rights-of-way; or greenway, including acres, square feet and dimensions;
- (5) Street right-of-way lines and other property lines, drawn to scale and with tentative dimensions;
- (6) Zoning district boundary lines;
- (7) Adjoining properties information, including owners names, land use and zoning;
- (8) Dimensions of any encroachments into, under or above proposed and existing public rights-of-ways;

☐ **(e) Building Information**

- (1) Existing buildings, their dimensions from existing and proposed property lines, and any building to be removed or demolished;

☐ **(f) Street Information.**

- (1) Existing and proposed street names, together with state road numbers if applicable;
- (2) General horizontal alignment of existing and proposed streets and thoroughfares, showing centerline min. radii, pavement width, surface materials, curb and gutter, ditches and shoulder widths;
- (3) Existing and proposed sidewalks;
- (4) Cross-sections of typical proposed streets;
- (5) Dimensions of medians, median openings, curb radii;
- (6) Vertical alignment of streets only when deemed necessary by the Transportation Director to properly determine the safety of proposed streets or driveways;
- (7) Driveway and access point locations, existing and proposed, with type, curb radii, dimensions, joint use and directional flow. For proposed driveways and access points, show the location of all: property lines, existing utility service areas, drainage devices, traffic signal control boxes, sewer clean-outs, fire hydrants, meter vaults, utility poles, street lights, catch basins or similar objects within seventeen (17) feet of the proposed centerline of the driveway for residential driveways and within twenty-three (23) feet of the proposed centerline of all other driveways;
- (8) Opposing driveways across public rights-of-way;
- (9) Existing and proposed right-of-way and slope easement dimensions;
- (10) Sight triangles as set forth in §10-2086, including any structures within them, such as existing signs;
- (11) Any rights-of-way proposed to be closed;
- (12) Proposed private streets, dimensions and curb treatments;

☐ **(g) Off-Street Parking, Landscaping and Open Space Information.**

- (1) Off-street parking spaces, aisles widths and dimensions, curb radii for internal circulation;
- (2) Tabular summary of parking required and provided, including basis of determination ("1 space per x ");

- (3) For Mobile Home Parks, townhouse developments and group housing developments, location, dimension of planting areas, numbers of plants, spacing of plants in proposed street yards, vehicular surface area plantings, parking screens, dumpster or loading area screens, tree protection areas or transitional protective yards as required by Section 10-2082 of the Raleigh City Code, SHOD plantings if applicable in Special Highway Overlay Districts;
- (4) In cluster unit developments, perimeter yards;
- (5) Open space, with topography, and a tabular summary of open space required and provided. In cluster unit developments and mobile home parks, open space quotient (sq. ft. of open space divided by 1/4 linear ft. of periphery of open space);
- (6) Recreation facilities (pool, clubhouse, etc.) to be located in open space, with required parking;
- (7) Dumpster locations and circulation system to allow removal of refuse from the site;
- (8) Landscape Plan is required per City Code Section 10-2082.5.

☐ **(h) For Subdivisions 5 acres or less (Infill Subdivision) and meeting the conditions outlined in Sections 10-3032 (d).**

- (1) Ensure subject property and surrounding parcels are clearly shown; list property's use, original use, owner name(s), zoning, PIN or parcel identification number;
- (2) Provide information relative to periphery calculations on the front cover of the drawing set referencing all the requirements of 10-3032 (d);
- (3) Provide calculations for median lot size and road frontage of the surrounding peripheral developed residential lots;

☐ **(i) Cluster Development Requirements (Please show the following)**

- (1) Open Space quotient required;
- (2) Open Space quotient provided;
- (3) Open Space maximum average slope 8% required;
- (4) Open Space slope ____% provided;

☐ **(j) Tree Conservation Plan, if applicable, (Refer to TC-07-04 Tree Conservation Ordinance) (NEW).**

- (1) (Sheet 1) Requires a separate Tree Conservation Map with all proposed tree conservation areas(TCA's), see Section 10-2082.14);
- (2) Label Primary and Secondary Tree Conservation Areas utilizing the "Standardized Designation for Tree Conservation Areas" list.
- (3) (Sheet 2) Show existing and proposed grades, combining an accurate location of tree protection fence, also show acreage calculations of tree conservation areas as listed in Tree Conservation Data Sheet.
- (4) Completed Tree Conservation Data Sheet;
- (5) (Sheet(s) 3+) For the Secondary Tree Conservation Areas include the following;
 - a. Photo panoramic panel of proposed secondary TCA's. Each photo to represent 50 linear feet of tree conservation area. Include **(2 copies)**.
 - b. Certified tree cover report with description of each 50' of TCA. **(2 copies)**.
 - c. Most recent aerial photo.

☐ **(k) Stormwater and Floodprone Area Information.**

- (1) Existing and proposed contours of intervals at five (5) feet or less, referred to sea level datum;
- (2) Drainage swales, ditches channels, watercourses, and direction of flow;
- (3) Impoundment or retention / detention structures for stormwater, if required;
- (4) Preliminary two and ten year stormwater runoff quantities entering and leaving the site at each discharge point
- (5) Location of discharge points, velocity dissipation measures;
- (6) Location of existing and proposed storm sewer and inlet structures and culverts;
- (7) Floodway and floodway fringe areas, flood hazard soil boundaries, flood storage area easements, and regulatory flood protection elevations; indicating source of information;
- (8) Summary of Water Quality/Quantity calculations on sheet with a separate more detailed calculation packet included.
- (9) If known, proposed building footprints; **(NEW)**.

☐ **(l) Public Utility Information.**

- (1) Existing and proposed sanitary sewers, manholes, clean-outs, water lines, stubs, fire hydrants, fire lines, valves, backflow prevention devices showing make and model, meters, with pipe sizes and locations indicated as applicable;
- (2) Profiles of sanitary sewer lines only if required by the Public Utilities Director to properly determine the feasibility of a proposed system;
- (3) Well and septic tank locations, community septic system facilities where applicable;

(4) Force mains, pump stations if applicable;



(m) Special Information.

- (1) In all Special Highway Overlay Districts, protective yard areas along major access corridors and principal arterials, and distance from interchange if along a side street;
- (2) In Reservoir Watershed Protection Areas, watercourse buffer areas as required in §10-3059(b), square foot amount of existing and proposed impervious surface area per lot, estimated amount of impervious surface area of proposed public and private streets and public improvements, the location of and areas served by facilities used to retain the first one-half (1/2) inch of storm water as required in §10-3052(a), the allocation of impervious surface limitations to lots;
- (3) In cluster unit developments, calculations for density transfers among different phases and from rights-of-way, building envelopes; maintenance easements when the development is to be approved with minimum setback less than 5 feet;
- (4) In Metro Park Protection Overlay Districts, watercourse buffer areas, impervious surface calculations, tree inventory if impervious surface area exceeds 30%, park buffer yards;
- (5) Phasing plan, if the construction of public improvements and/or the recording of lots is to be phased;
- (6) In Mobile Home zoning districts, an evacuation plan is to be filed with the Wake County Office of Emergency Preparedness for all mobile home parks located within floodprone areas;
- (7) Any other information that may be requested by the reviewing authority.



- (n) Below, Provide a description of how your plan conforms to the guidelines of the Comprehensive Plan, including information such as Planning District, Small Area Plan, Corridor Plan, oversized focus area, PBOD, focus area and recommended use(s) for the property. (NEW)**
